



Request for Proposal (RFP)

for

Village of Roselle – Zoning Ordinance Update

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Issued By: Village of Roselle, Illinois
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Proposals Due: Friday, July 26, 2019 – 3:00PM CT

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1. INTRODUCTION

The Village of Roselle is seeking proposals from qualified consultants to create an updated zoning ordinance for the Village. All applicants should have proven experience with evaluating, writing, and guiding zoning ordinances through the public process. The selected consultant must provide services through the entire process from rewriting the zoning ordinance to full adoption by the Village Board.

2. ABOUT THE VILLAGE

The Village of Roselle, Illinois, is a 4.5 square mile non-home rule community of just under 23,000 residents. The Village is located in north-central DuPage County and northwestern Cook County. Residents are attracted to Roselle because of the good quality and diverse housing stock, the quality of life, and the school districts.

Roselle is primarily a bedroom community and prides itself on the diverse array of housing choices, excellent schools, Metra rail service into the loop at three (3) conveniently located Metra stations, expedient access to O'Hare through the newly extended Elgin O'Hare Expressway and Chicago via I-290.

The Village is home to a diverse mix of housing options, from condos and apartments near the Town Center, to mid-sized family homes, to large single-family estates. The commercial corridors are also reflective of the same diversity. The Village is home to several large regional corporations as well as independent retail stores and restaurants.

3. PROJECT BACKGROUND

The current zoning ordinance was adopted in 1985, which can be accessed here: https://library.municode.com/il/roselle/codes/code_of_ordinances?nodeId=COOR_APXAZO

The Village, and various applicants, have initiated multiple amendments over the years, but nothing on a comprehensive level.

The Village adopted a new Comprehensive Plan in 2016 after two years of work with Chicago Metropolitan Agency for Planning (CMAP) and Ginkgo Planning & Design. The plan set a bold vision for the Village's future, including recommendations for the large swaths of currently unincorporated properties that fall within the Village's ultimate boundaries, connecting the Town Center and Municipal Complex with the Metra Station to the east, and capturing opportunities for in-fill development and underutilized sites throughout the Village. The 2016 Comprehensive Plan can be accessed here: <http://www.roselle.il.us/690/Comprehensive-Plan>.

Additionally, the 2018-2021 Village Board Strategic Plan includes an action item to "improve regulatory environment for businesses with code updates." The strategic plan can be accessed here: <http://www.roselle.il.us/769/Strategic-Plan-2018-2021>.

The Village currently has two (2) TIF districts and a third is anticipated to be established in Fall 2019. The Roselle-Nerge TIF was established in July 2015. A map of the Roselle-Nerge TIF and more information can be accessed here: <http://www.roselle.il.us/694/Roselle-Nerge-TIF>.

The Irving-Central TIF was established in October 2015. A map of the Irving-Central TIF and more information can be accessed here: <http://www.roselle.il.us/697/Irving-Central-TIF>. The third TIF encompasses the Town Center and is expected to fund many of the proposed physical changes and connections from the Comprehensive Plan in the Town Center. A map and more information on the Town Center TIF will be forthcoming as the Redevelopment Plan has not been finalized as of the publishing of this RFP.

The Village is desirous of a zoning ordinance that aligns more fully with the goals and recommendations set forth in the 2016 Comprehensive Plan, while also creating a business- and development-friendly environment. The regulations within the current zoning ordinance have created the need for excessive special use permit requests, variations due to existing non-conformities, reliance on historical interpretations, and a set of guidelines that do not fit the development world of the current times.

The Village is specifically looking to incorporate a hybrid form-based code. Particularly, the B-3 Town Center and B-5 Arterial Business Districts. The hybrid form-based updates should include design guidelines to ensure that all new development enhances the current unique and individual character of the Town Center neighborhood and Village arterials. The updated zoning ordinance should be respectful of existing development and as user-friendly to developers as it is to the average resident/layperson. The Village is not interested in eliminating or changing the existing zoning districts at this time.

Terms, definitions, and basic standards including but not limited to landscaping, lighting, parking, and uses, should be thoroughly reviewed and refined to reflect modern zoning standards and techniques. The zoning ordinance should include layperson language and incorporate plans, graphs, sketches, drawings, and other applicable graphics whenever possible.

The updated zoning ordinance should also include a thorough review and refinement of current administrative and development review processes. Streamlining these processes, when possible, should provide clarity, so Village Staff does not need to rely on historical and informal interpretations of the zoning ordinance and policies.

4. SCOPE OF SERVICES

The selected consultant at will work with the Roselle Village Board, Planning & Zoning Commission, Zoning Board of Appeals, and various members of the Village Staff, led by the Village Planner. All drafts should be submitted to the Village within a timeframe that allows for sufficient review. The following are the expected phases of the zoning ordinance update project:

1. Project Kick-Off: The selected consultant should plan and attend a meeting, with assistance from Village staff, with the Village Board, Planning & Zoning Commission, and Zoning Board of Appeals members to discuss the process of updating the zoning ordinance and gather information on the vision of the elected and appointed officials have for the outcome of the project, with guidance from the consultant's expertise.

2. Existing Conditions Analysis: The selected consultant should conduct an in-depth review of the current zoning ordinance through the lens of the plans and projects mentioned above and the existing conditions within the Village. The consultant should identify and describe key issues found within the zoning ordinance and proposals for how to address the needed changes. This should include outreach to engage with the public and obtain feedback and input.

3. Draft Ordinance: Approximately halfway through the project timeline, the selected consultant should submit a draft zoning ordinance that reflects the ideas, needs, and assessments completed in phases 1 and 2. The draft will be reviewed by staff and then presented to a combined Planning and Zoning Commission/Zoning Board of Appeals public hearing to obtain feedback and recommendations from members of the commissions and the public. Feedback should be incorporated into the draft prior to being presented to the Committee of the Whole, the Village Board's working meeting. The draft ordinance should be updated again to incorporate feedback received by elected officials.

4. Adoption and Implementation: Once an approved draft is recommended by the Committee of the Whole, final approval by the Village Board will be scheduled. The selected consultant will assist the Village in transferring from the existing zoning ordinance to the newly rewritten ordinance. This may include recommendations to update forms and content provided to the public.

5. **RESPONSE INSTRUCTIONS**

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

Responses should include:

- A brief cover letter that summarizes the key points of the consultant's proposal and describes the consultant's approach to addressing the scope of work.
- Brief history of the firm, statement of qualifications, and examples of comparable work.
- Experience in review and preparation of a hybrid-based zoning ordinance, preferably in the Chicagoland region.
- Experience in implementing hybrid-based zoning ordinance updates.
- Intended extent of public involvement through meetings, charrettes, etc.
- Identification of the personnel (name, qualification, periods of service with the firm) who would be assigned to the project. If applicable, identify any subcontractors.
- Current work load and expected time frame to complete the project with a specific timeline for each of the proposed project elements.
- Provide a list of any contracts for work which your firm is currently involved in with adjacent communities, private developers doing work in Roselle, or any other projects which could be considered a conflict of interest.

- Proposed cost for work identified above, submitted on a “not to exceed” basis per itemized task (including reimbursables) to produce the listed deliverables outlined in this RFP.
- Indicate all resources you will need to have supplied by the Village.

6. CONTACT WITH MUNICIPALITY EMPLOYEES

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries to the project contact noted on the cover of this RFP.

All questions must be submitted by email at cbricks@roselle.il.us no later than Friday, July 19, 2019 at noon. All clarifications and answers will be confirmed in a published addendum if warranted which will be posted online at www.roselle.il.us/bids by 5:00 pm on Monday, July 22, 2019.

7. ASSESS RFP DOCUMENTS

Before submitting a proposal, consultants shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP. The Village Board has approved a budget of \$95,000 in FY 2019 for the purposes of a Zoning Ordinance Update.

8. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

9. PROPOSAL REVIEW

All documents submitted as part of the vendor’s proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the evaluation team or its designated agents. There shall be no disclosure of any vendor’s information to a competing vendor prior to award of the contract. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first.

10. PROPOSAL FORM

Each proposal will be submitted in a sealed envelope bearing the title of work and the name of the vendor. Ten (10) printed copies and one electronic copy on USB drive (CDs will not be accepted) in PDF format shall be provided.

Delivery of Proposals: RFPs must be delivered by the date/time specified and to the place stipulated on the cover of this RFP. It is the sole responsibility of the vendor to see that their RFP is received in the proper time. Any proposal received after the proposal opening date and time shall be eliminated from consideration and returned to the vendor unopened.

11. PRESENTATIONS & CLARIFICATIONS

Consultants may be required to make presentations and/or provide written clarifications of their responses at the request of the municipality.

12. RIGHT OF REFUSAL

The municipality reserves the right to reject all RFPs in their entirety. The municipality reserves the right to award the contract in any manner deemed in the best interest of its citizens.

13. EVALUATIONS

Evaluation of the proposals is expected to be completed within 30 days after receipt. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. This may include a meeting with an evaluation team that would include staff, elected, and appointed officials. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected.

The municipality reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. The municipality further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the municipality.

The municipality may award based on initial proposals received, without discussion of such proposals. Selected vendors may be invited to make oral presentations to the evaluation team.